

**SCOPE OF WORK
FOR
STATEWIDE NON-PROJECT SPECIFIC
CONSTRUCTION MANAGEMENT SERVICES**

COLORADO DEPARTMENT OF TRANSPORTATION

The Colorado Department of Transportation (CDOT) has a need for construction management (CM) services statewide. CDOT Property Management contracts, throughout the state, for construction of maintenance buildings, office buildings, support structures/buildings for rest areas, water treatment plants, etc. CDOT is requiring statewide coverage and intends to do so by selecting up to three firms, if necessary, to ensure full coverage without delays or conflict in scheduling due to geographical project locations. Companies bidding this contract are welcome to partner to assist with this requirement. The work under this contract consists of providing CM services, as described herein, on a statewide basis as assigned by individual task orders issued to access the master contract issued under this statement of interest (SOI).

The work to be included in this contract may include:

- 1) Provide construction management and engineering personnel including a Colorado licensed professional engineer, or other construction project staff as required to manage a CDOT non-roadway construction project. This staff shall be fully knowledgeable of CDOT procedures, specifications, procedural manuals and construction requirements, including environmental procedures, to successfully manage and complete the project assigned.
- 2) Construction inspection and testing to ensure compliance with plans and specifications.
- 3) Project site may be anywhere within the State of Colorado.
- 4) Review of Contractor submittals including, but not limited to methods statements, Critical Path Method (CPM) schedules, phasing plans, materials to be used, etc.
- 5) Provide necessary equipment including cell phones, vehicles and computer equipment with software capable of interfacing with CDOT software/hardware.
- 6) Provide CDOT Project Manager (PM) with the following construction management and inspection support:
 - a. Construction Coordination: Regularly scheduled weekly and/or as-needed meetings will be conducted with the Contractor and other involved parties to review, update, and coordinate construction activities. Meetings will include a review of issues that are impacting progress, the cost to complete the work and significant situations encountered related to the construction of the project. Meeting minutes will be prepared to document items discussed, decisions reached, direction given and actions to be taken. Coordination with CDOT Code review consultants and project engineers shall also be conducted at project junctures where code review and other inspections may be required.

- b. Review of Construction for Conformance with Plans and Specifications: Monitor the Contractor's construction activities with respect to the contract documents and relevant CPM schedule submittals governing the performance of the work. Resolve construction problems and/or recommend action for their resolution, as they relate to changed field conditions or conflicts in the contract documents. Coordinate with the designer during construction for implementation of revisions to the plans as may be required.
- c. Review of Progress Schedules & Processing Shop/Working Drawings Submitted by the Contractor: Schedule submittals, method statements, and schedule narratives shall be thoroughly reviewed for completeness and accuracy. Appropriate action shall be taken when deficiencies are noted in the timeframes required by the specifications and other project documents. Submittals, design drawings, shop drawings, materials and test procedures received from the Contractor will be forwarded to appropriate CDOT, code compliance consultant or consultant design personnel for review and approval. Approved drawings will be returned to the Contractor, as well as a copy retained for use during the remainder of the project.
- d. Quality Assurance Inspection & Quantity Assurance: Perform quality assurance inspections of construction activities on the frequency required, to document activities performed and conduct assessment of conformance with the contract documents in accordance with project documents, drawings and specifications. Inspection items may include, but not be limited to excavation, backfill and compaction operations, concrete placement, paving, drainage, landscaping and conformance to the Storm Water Management Plan (SWMP), utilities, building erection, interior building installations (including but not limited to mechanical, electrical and plumbing components).

Quantities of work elements constructed will be measured and recorded to support the preparation and processing of progress pay estimates to the Contractor. Quantities will be documented in an interim quantity book for tracking of quantities constructed as compared to the original design quantities on the project. Quantities of work will be reviewed with the Contractor and then reflected in monthly progress pay estimates. Assist CDOT in resolving disputes in quantities with the Contractor prior to the preparation of the pay estimate.

- e. Materials Testing: Direct, coordinate, supervise, monitor, manage, administer, and document all materials sampling and testing to ensure that the required sampling, materials testing and documentation is obtained in a timely manner and maintained in accordance with the CDOT Materials Manual, The CDOT Standards and Specifications for Road and Bridge Construction (dated 2011 and all applicable standard special provisions, and Contract requirements to verify the quality of the work performed by the construction contractor.
- f. Project Documentation: Maintain project submittal log, track project correspondence, check daily diaries, prepare inspectors progress reports or review other reports for accuracy, and complete required, and as directed, CDOT paperwork and forms.

- g. Contaminated Material Notification: Monitor construction operations and notify CDOT immediately when contaminated material is encountered or developed on the project. When such material is identified, procedures developed by the Contractor and /or Section 250 of CDOT Standard Specifications for Road and Bridge Construction dated 2011 and applicable Standard Special Provisions, to mitigate the problem will be reviewed and a recommendation provided.
- h. Check Surveying: This work is anticipated to be included and provided by the Contractor. If the Contract includes Construction Surveying, then the Contractor is responsible for performing all surveying required to properly layout and construct the work covered under the Contract. This work is to be checked for conformance with construction documents. If survey data is not in conformance with the project documents, notify the CDOT PM immediately and document variants.
- i. Project Safety: Monitor construction to verify work is being completed in a safe manner and in accordance with OSHA Regulations as well as CDOT requirements. Notify CDOT immediately and document all unsafe activities or situations, including accidents. If an imminent danger exists to workers or the public, contact the proper authorities, CDOT Project Manager, and impacted local entities.
- j. Scheduling analysis: Provide in depth schedule analysis in either MS Project or other software compatible with CDOT. Analysis to be performed for baseline schedule. Bi-weekly updates, revised schedules, or post construction with the accompanying documentation submitted by either the Contractor or construction personnel on the project. Provide as-built schedule after project completion as requested. Provide support to construction personnel or discussion with contractor as needed.
- k. Dispute or Claim Support: Assist CDOT in the preparation of the documentation, analysis and process guidance for disputes or claims. This may or may not be on a project that has had Consultant staff active or on the project. Cost analysis or justifications may be included in this effort. Expert opinions or input may be requested depending on the nature of the dispute. Design analysis or quantity calculations as requested are included in this effort.

Post Construction

- l. Completion, Inspection and Punch List: Conduct a final inspection with the Contractor, CDOT PM and CDOT Maintenance representative(s) upon substantial completion. The result of the inspection is the development of a punch list of remaining and/or outstanding work to be performed by the Contractor prior to final project acceptance.
- m. As-Constructed Drawings: Verify as-constructed drawings of work completed by the Contractor, including final pay applications, are completed accurately.
- n. Completion Inspection and Close-Out: Following the completion of all punch list items by the Contractor, conduct a final inspection with representatives from the

Contractor and CDOT, to confirm the completion of all work. The result of this inspection will constitute final project acceptance.

- o. Preparation of Final Pay Estimate: Assist CDOT in determining final quantities with appropriate supporting documentation and checks for review of the final pay application.
- p. Completion of Project Documentation: Prepare the final project documentation in a neat and organized manner for hard copy information as requested by the CDOT PM. If requested, scanned electronic submittals of all the project documentation with naming conventions and filing as requested by CDOT. Submit the electronic documentation by CD, thumb drive or deposit directly onto CDOT ftp server.

Project Management

- q. Progress Reports: Prepare bi-weekly progress reports for the CDOT PM documenting project progress, conformance with Contractor's schedule, status of change orders and potential or ongoing problems.
- r. Change Orders: Prepare or provide support and review of project change orders and minor contract revisions with justification letters according to CDOT current standards and using current equipment blue book rates. Submit supporting documentation to CDOT PM for processing.
- s. Project Coordination: Track, update and monitor project costs versus budget and notify CDOT PM of anticipated problems in a timely manner. Coordinate project personnel including inspectors, code reviewers and material testers.

Deliverables generated during the project will include the following and will be submitted throughout the duration of the project, or at specific dates commensurate with the deliverable's intent. The following are not all inclusive:

- Bi-weekly Progress Reports.
- Project correspondence generated and received during the project.
- Project Materials Testing Records including all required test reports, batch tickets and certifications.
- Code Review Reports.
- Monthly progress pay estimates.
- Construction management records generated including minutes of meetings, project diary, inspection reports, item quantity and monthly payment records, contract modification orders, schedules, and other documentation as prepared during the course of construction in accordance with CDOT requirements. Submitted electronically as requested and using CDOT filing system or directly deposited onto the CDOT ftp site for the project.
- Reviewed monthly schedules and as-built schedule at project completion.

All personnel working at the site will be required to have the training appropriate to the task, all appropriate certifications, and a valid Driver's license and shall conduct all site work in accordance with all applicable regulations including OSHA.